

Grants and Agreements Request for Proposal Guidelines

Project Title: Fort Wingate Center

Lead Organization: U.S. Forest Service

Contact Information: Matthew Reidy, District Ranger Mt. Taylor RD – Cibola National Forest
1800 Lobo Canyon Rd, Grants NM 87020

Project Summary

The U.S. Forest Service is seeking to enter into an Agreement with an entity or organization (locally or regionally) who would like to occupy, maintain, and preserve the Fort Wingate Center. The U.S. Forest Service has a legal responsibility to manage the facility without changing the historic character of the site.

Background Historical Information

The site was developed and occupied as the Southwestern Sheep Breeding Laboratory from 1936 to 1966 when the Forest Service acquired the site from the USDA and turned into an Administrative Work Center. The Mount Taylor Ranger District stationed fire personnel at the site from 1966 up until 2002 when they were moved to Grants, New Mexico. The Cibola National Forest has spent considerable sums of money to stabilize several residences and out buildings.

The area was listed on the National Register of Historic Places in 2004 as a Historic District based upon three areas of significance; New Deal Social History, Navajo Heritage, and Architecture . The Southwestern Range and Sheep Breeding Laboratory Historic District is comprised of 14 buildings, 20 structures, and 5 sites that contribute to the District's eligibility for the National Register. The 81-acres District also includes 2 non-contributing buildings and 11 noncontributing structures as well as many archeological features and artifact areas. Most of the buildings are of stone masonry. These buildings include 4 homes, one office, 4 garage/maintenance type structures, and a warehouse. There is also a Quonset hut in the complex at the core of the District which is called the Work Center.

Current Direction

The Fort Wingate Work Center falls within land designated as Management Area 14 in the Cibola National Forest Land and Resource Management Plan which identifies the primary emphasis as management of grazing use within balanced capacity. Other emphases include; enhancing wildlife habitat through management activities integrated from range and firewood practices, maintenance and protection of sensitive soils, and protection of Zuni Mountain Blue head sucker habitat.

Our desire is to manage the Historic District in the context of adaptive reuse, which means the Forest Service wants continued use of the facility without changing the historic character of the site.

The Forest Service currently maintains and operates the Work Center with volunteer assistance and provides Forest information and sells Forest Product permits during a limited weekly schedule. We would like to continue to provide these services into the foreseeable future for

local residents of Fort Wingate and Gallup. It occasionally is used as a satellite office for district employees.

The area outside of the administrative site (Fort Wingate Work Center) is currently under a 10 year Term Grazing Permit approved in December 2009 for livestock grazing under the Wingate Allotment Management Plan. The current permit holder grazes cattle under this permit and any changes to that permit and grazing allotment management plan would require environmental analysis. This would preclude any proposal to graze sheep within the area.

The Ft. Wingate Work Center has four buildings that can be occupied as residences. Currently one of those buildings, a three bedroom one bath home is occupied by a volunteer. The other three residential buildings are two bedroom one bath homes that need repairs before they can be occupied. There are additional buildings that are currently used for storage that include a 1,600 sq ft Quonset hut moved on site in the 1950's a three-car carport, and a 1,000 sq ft storage building. The main office building is separated into three sections totaling approximately 1,900 sq ft of useable space. That building has two bathrooms (one with showers), a kitchen area, and 400 sq ft of inside storage space. There is also additional storage space in the basement

Other information about the site:

- The Forest Service has a legal responsibility to preserve and maintain the Historic District and Forest Service facility funding is lacking. Additional maintenance and stabilization is needed on several buildings.
- The facility is currently underutilized.
- It is a desirable and scenic location just outside Gallup, New Mexico.
- The Forest Service doesn't want to sell the facility.
- Heritage oversight is needed for any current or future building maintenance or repair work with prior approval from the Forest Service.
- A Preservation Maintenance Plan was drafted in September 2010 for the entire facility.
- The water well and sanitary systems need yearly maintenance.
- Public access to the site is limited to Saturdays from 9 am to 3 pm for purchase of wood permits and other forest products May 15 to December 24th annually.

Proposal Guidelines and Requirements

This is an open and competitive process and proposals received after 5:00pm MDT, November 10, 2011, will not be considered and will be returned unopened. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal. If you wish to submit alternate solutions, please do so. Previous RFP proposals will be considered with the request.

If the execution of work to be performed by your company/organization requires the funding from outside sources, you must clearly state this in your proposal. In your proposal please provide the name, address, of other funding sources.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in the final agreement.

Agreement Terms

The U.S. Forest Service will negotiate terms upon selection. All proposals are subject to review by U.S. Forest Service legal counsel, and an Agreement will be signed which outlines terms, scope, budget, and other necessary items.

Project Description

The Fort Wingate Center has the potential to be utilized and maintained at a much higher level. As part of a Historic District, this complex is an important asset and as such the buildings need to be occupied and maintained on a regular basis. Given current and future funding levels for facility maintenance it is unlikely that the Forest Service will be able to maintain this facility.

The Forest Service is seeking to develop an Agreement with an entity or organization (locally or regionally) who would like to occupy, maintain, and restore the Fort Wingate Center. The Forest Service would like to have someone manage/occupy the facility without changing the historic character of the site. The Forest Service would collaboratively support this group or organization in applying for grants to stabilize this important part of the Historic District.

The selected organization or group would be responsible for maintaining the well and water system, electrical, sewage, and all other infrastructure improvements.

Scope of Work: (Project Description)

1. Identify your project goals and objectives. Be as specific as possible.
2. Identify the specific objective(s) and connect them to the Forest Service goal to manage the Historic District in the context of adaptive reuse, which means we want continued use of the facility without changing the historic character of the site.
3. Describe the major tasks that must be accomplished to meet project goals and objectives. Identify responsible personnel/organization for tasks, and time frame (you may use a time line). PLEASE NOTE: The project description will be compared to the proposed budget to determine if expenditures are reasonable. Additional information will be requested if insufficient detail prevents an adequate comparison.
4. Identify length of time covered by proposal.

Describe the methodology to be used to complete project tasks. Include an explanation of how you will monitor progress made toward project goals and objectives. List proposed project timelines for completing tasks.

Timeline

The organization or firm who has been selected will be decided on or about December 10, 2011. Negotiations will begin immediately with the successful candidate and should conclude no later than January 15, 2012. All other candidates will be notified on or about December 10, 2011. Occupancy and implementation of the proposal must be completed by June 1, 2012.

Project Budget (Financial Planning)

Please provide a cost proposal to accomplish work identified in Scope of Work section for the development and maintenance of the site. Additional information on preparing the budget is

provided below.

Site Maintenance of Ft. Wingate Work Center

Maintenance of buildings

Occupancy and Use of buildings

Personnel required to implement

Funding sources

PLEASE NOTE:

The budget will be compared to the project goals, objectives, and tasks to determine if proposed expenditures are reasonable, allowable, and allocable. Please provide clear linkages between the project description (goals, objectives, and tasks) and budget. Additional information will be requested if insufficient budget detail prevents an adequate comparison.

Reporting Requirements

Annual performance reports will be submitted to the Forest Service Project Officer. The reports will clearly describe what activities were undertaken, restoration projects completed, as built plans for any interior restoration, any problems encountered, and plans for addressing them. Any deviations from the work plan and or proposal must be documented and justified.

Provide background information and a short summary of the project. Describe how the funds will be used: purchase/develop materials/supplies, training, salaries, travel, etc. Will funds be used to initiate a new project or continue/enhance an existing one? Do you expect any Forest Service funds for operation or maintenance? Name other major players (funders, collaborators, tech support, etc.). Benefits to the parties must be clearly identified, and the project must support the program area's strategic plan. (Please contact the Forest Service Program Manager for web links to access a copy of the strategic plan.)

Proposal

Two (2) copies of your proposal must be received no later than 5:00 pm MDT, November 10, 2011. Your proposal must include a cost proposal as described above.

Deliver proposals to the attention of:

Matthew Reidy, District Ranger, Mt. Taylor RD – Cibola National Forest
1800 Lobo Canyon Rd, Grants NM 87020

Evaluation Criteria

The following criteria will form the basis upon which the U.S. Forest Service will evaluate proposals.

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project. Briefly describe your firm's organizational capacity to manage a facility of this nature. Describe your experience in maintaining historic sites for non-profit and/or community-focused projects. Demonstrate your capability and qualifications for preservation maintenance that is required at this type of National Register site.

- **Available Funding Sources** – All organizations (profit and non-profit) or institutions need to display current and future funding sources that would allow the proponent to successfully manage and operate the facility. Explain your business model. List the percent of total revenue derived from site developments and other business ventures.
- **Depth and Breadth of Staff** – The proposal needs to describe the current organizational staff and what staff is expected to be on site during the year to provide facility oversight. Briefly describe the percentage of your staff that would end up working on this project relative to your entire staff. Provide an organizational profile, length of time in business/service and core competencies of key staff members assigned to this project. List other projects produced that best reflect your work and relevancy to this proposal.
- **Proposal Presentation** – The information is presented in a clear, logical manner and is well organized.
- **Time frame for completion.** The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested

Format for Proposal - Please use the following as a guideline to format your proposal:

Length and Font Size: Please use fonts no smaller than 10 point. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 25 pages.

Title Page: U.S. Forest Service, Fort Wingate Center Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

Cover Letter: Signed by the person or persons authorized to sign on behalf of the company (1-2 pages).

Proposal: Discuss your proposed solution, including the features, benefits and uniqueness of your solution. You should also touch on your ability to deliver the project in the timeframe noted in Section 5 (310 pages).

Evaluation Criteria: Provide the information requested in no longer than 15 pages.